

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
#T2512 PUBLIC SERVICE AIDE**

***APPLICATION FILING PERIOD:** **FIRST DATE:** February 24, 2006 **LAST DATE:** April 12, 2006

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

NOTE: This recruitment for "PUBLIC SERVICE AIDE" will be used to fill current/future vacancies that occur in the three City of San Diego jobs listed below. Please submit only ONE application. If you meet the specified requirements, your name will automatically be placed on the eligible lists for all three jobs.

<u>JOB TITLE</u>	<u>HOURLY/SALARY</u>
#T2513 Lake Aide I	* \$10.86 to \$12.84
#T2514 Library Aide	* \$ 9.67 to \$11.61
#T2515 Recreation Aide	* \$ 8.61 to \$10.32

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

1. AGE: MINIMUM age is 15 ½ years.

NOTE: Applicants younger than 18 years of age must have a valid work permit **at time of interview.** Work permits may be obtained through the school system. High school graduates, between the ages of 17 to 18, may waive the work permit by presenting proof of high school graduation.

2. CITIZENSHIP: You must be a U.S. citizen or have the legal right to work in the United States.

LICENSE: A valid California Class C Driver's License **may be required at the time of hire.**

JOB DESCRIPTIONS: (Note: Most jobs are part-time only. The number of work hours will vary.)

Lake Aides I perform physically active work such as loading/unloading from boats various equipment and materials which may weigh in excess of 50 pounds; clear plant growth, weeds, litter, etc.; clean and repair boats; clean and empty portable restrooms; drive a pickup truck; dig holes and trenches; assist in minor construction of fences, gates, etc.; check lake recreation permits; weigh fish; record information on standard forms; provide information to the public; enforce rules/regulations; and collect fees at designated lakes.

Library Aides perform a variety of routine clerical tasks using a computer; sort, straighten, and shelve books and other library materials; lift/carry items weighing up to 30 pounds; check books and other library materials in/out to the public; file records, documents and maps; make simple book repairs; collect fines; retrieve library materials for patrons; answer routine questions; and assist other library staff.

Recreation Aide positions in the Park & Recreation Department are available in Recreation Centers and a small number are available in the Community Pools Program. **Recreation Aides working in the Recreation Centers** assist with games, crafts, and sports; provide information to the public; register participants in classes; distribute equipment and games; and make simple repairs to equipment and facilities; perform general maintenance of facilities and grounds. **Recreation Aides working in the Community Pools Program** assist with aquatic activities; supervise locker areas; provide information to the public; perform cashier duties; and clean and maintain the pool and facility.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **SPECIAL APPLICATION** (the **original** and **3 copies**). On the Data Entry Form you should record only the job title "**Public Service Aide**".

SCREENING PROCESS: If you meet the requirements as stated above, your application will be approved and your name will be placed on separate **one category** eligible lists for all the of the jobs listed above. These lists will be used to fill position vacancies in the jobs listed above during the next **nine months**. For each vacancy, a **limited** number of candidates will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/August 27, 2004/*Rev. 2 (02-24-06)/Classes: 1572; 1588; 1794

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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